

**Fort Huachuca Community Spouses' Club
Request for Financial Support 2018 – 19**

Date of Application: _____

For Internal Use Only
Control Number _____
Amount _____
Check Number _____

PLEASE PRINT OR TYPE:

1. Name of organization: _____
2. Is this a nonprofit organization? YES _____ NO _____
3. Name and title of contact person: _____
4. Phone Number _____ E-mail _____
5. Physical address: _____
6. Mailing address (if different): _____
7. Name of parent organization you are affiliated with: _____
8. Mission of the organization: _____
9. Number of personnel in the organization: _____
10. Has FHCS financially supported this organization in the previous 12 months? _____
If yes, indicate amount: _____
11. Approximate number of people who will benefit from this request: _____
12. Total anticipated expenditures for your group this year: \$ _____
13. List the amount of other sources of financial support
 - a. Internal fund raisers \$ _____
 - b. Parent organization support \$ _____
 - c. Appropriated funds \$ _____
 - d. Non-appropriated funds \$ _____
 - e. Combined Federal Campaign \$ _____
 - f. Fort Huachuca Thrift Store \$ _____
 - g. Other \$ _____
14. **AMOUNT OF THIS REQUEST:** \$ _____
15. If approved, check should be made out to: _____
16. Attach a list/letter describing the purpose for which the funds will be used. We will use this information to determine eligibility and the amount of our donation. Our criteria include the following:
 - a. Funds may not be used to raise funds (ie. to purchase items for resale or to fund grant writing).
 - b. Funds are for organizational use only. Requests for individual use will not be considered.
 - c. Requests for consumable items will not be considered (ie. luncheons/dinners/party supplies/etc...).
 - d. Requests for salaries will not be considered.
 - e. Requests for events will not be considered after the date of the event.
 - f. We recommend that specific needs and project cost details be included with the application.
17. Signature: _____

This completed form should be mailed to:

Fort Huachuca Community Spouses' Club
Disbursements Chairperson
PO Box 12202
Fort Huachuca, AZ 85670

ALL REQUESTS FOR FUNDS MUST BE POSTMARKED NLT 15 MARCH 2019.
THE FHCS IS NOT RESPONSIBLE FOR LOST OR MISDIRECTED MAILED REQUESTS.
FOR QUESTIONS PLEASE CONTACT THE DISBURSEMENTS CHAIRPERSON AT disbursements@fhcsc.com